

OFFICE OF ENGLISH LANGUAGE ACQUISITION SERVICES

Title III Grant information training

Renee Bracamonte
Title III Fiscal Specialist
Renee.Bracamonte@azed.gov

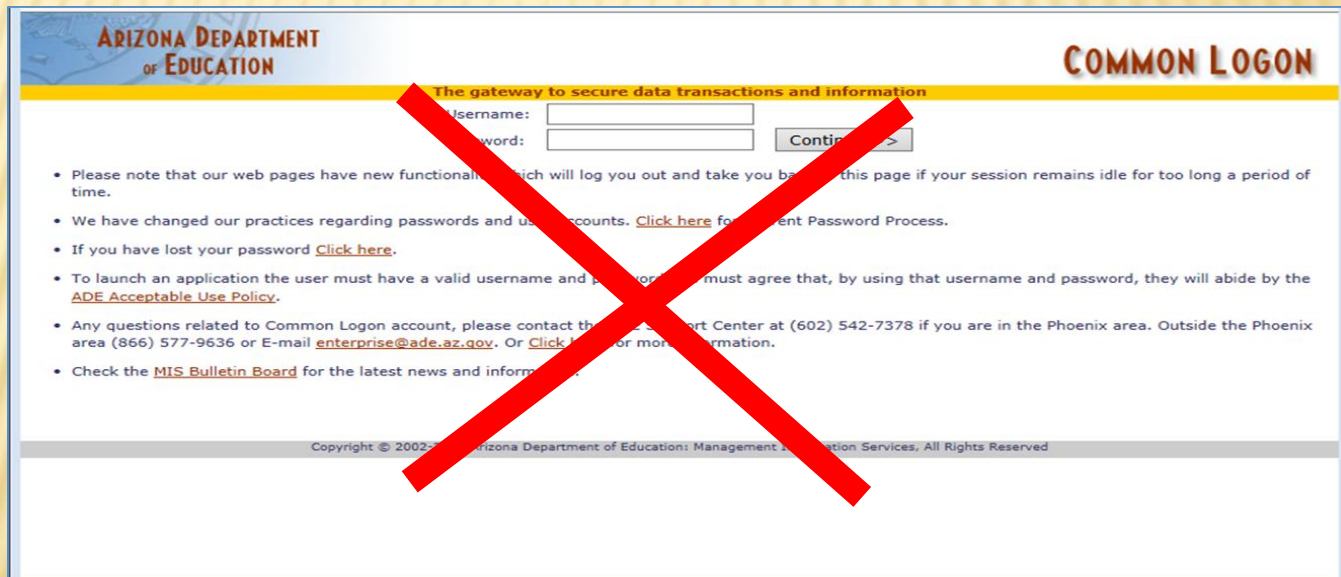
Alex Miller
Program Project Specialist
Alex.Miller@azed.gov

Agenda:

- ✘ Walk through of new Grants Management (GME) system
 - ✘ Use of Title III funds
 - ✘ Continuous Improvement Plans in ALEAT
-

NEW THIS YEAR

In FY14, the Arizona Dept. of Education began implementing a new Grants Management Enterprise (GME) system which is ***not*** accessed via the Common Logon.



What's in Old Grants Management vs. What's in New Grants Management

| Old Grants Management | New Grants Management |
|-------------------------|-------------------------|
| FY13 Amendments | FY14 Revisions |
| FY13 Completion Reports | FY14 Completion Reports |
| FY14 Fund Alerts | No fund alerts |

New System – New Look

The new Grants Management Enterprise (GME) system also has a new look. Once you access the system, you will be entering unfamiliar territory.

**Not to worry; we're here
to help you!**



But before you get started . . .



SYSTEM ACCESS – EXTERNAL USERS

- ✗ External users must be registered with ADEConnect for Grants Management access in order to continue working with grants as they are migrated to the new system.
- ✗ LEA external users should first contact the Entity Administrator for their district regarding ADEConnect and Grants Management access.
- ✗ Entity Administrators and/or LEA external users can receive access support by contacting ADE Support at ADESUPPORT@AZED.GOV or by phone at 602.542.7378.

Accessing Old Grants Management vs. Accessing New Grants Management

Old Grants Management

Access via the Common Logon

New Grants Management

- To begin initial set-up, you should have received a log-in invitation e-mail from ims@azed.gov.
- Access via <https://gme.azed.gov>
- Click the gray "GME Sign On" button on the left side of the screen.
- Enter user name (your email address) and unique password created by you.
- There is no link to the new GME site on the ADE web site, so you should add the site to your favorites.

ACCESSING THE SYSTEM

Users will access Grants Management by clicking on the link



The screenshot displays the ADEConnect system interface. At the top left is the Arizona Department of Education logo, featuring three stylized figures in red, blue, and yellow holding hands under a yellow star, with the text "Arizona Department of Education" to the right. In the top right corner, there is a "Welcome" message, a "Sign Out" button, and a list of links: "Change Password", "Register For", and "Password Reset". The main content area shows a list of users. The first entry is "[-] Arizona Department of Education - 79275", with a red arrow pointing to the "Grants Management" link below it. To the right of this entry are links for "Administrator" and "Contact". A "[Hide All]" link is also visible. The footer contains the text "ADEConnect Help Desk | FAQs | Acceptable Use Policy" and "Copyright © 2014 Arizona Department of Education . All rights reserved.", along with Facebook and Twitter social media icons.

Arizona Department of Education

Welcome [Sign Out](#)

[Change Password](#)
[Register For](#)
[Password Reset](#)

[Hide All]

[-] Arizona Department of Education - 79275 [Administrator](#)
[Contact](#)

▪ [Grants Management](#)

ADEConnect Help Desk | FAQs | Acceptable Use Policy
Copyright © 2014 Arizona Department of Education . All rights reserved.

f t

ACCESSING THE SYSTEM - CONTINUED

- ✗ Click Sign-In to access GME functions
- ✗ Enter Email Address and Password

| |
|--------------------|
| GME Home |
| Search ▶ |
| Contact ADE |
| Document Library |
| Help |
| GME Sign-In |
| Public Access |
| Production |

| Sign-In | |
|---------------------------------------|--|
| Email Address: | <input type="text" value="gms.user@azed.gov"/> |
| Password: | <input type="password" value="••••"/> |
| Forgot your password? | |

Navigation Menu

- ✗ Left menu allows for quick navigation between GME components
- ✗ Hover over menu items with arrows to view sub menu

The screenshot displays the GME Home interface. On the left is a vertical navigation menu with a red border. It contains the following items: GME Home, Search, Inbox, Funding, Reimbursement Requests, LEA Document Library, Address Book, Contact ADE, Document Library, Help, and GME Sign Out. The 'Funding' item is highlighted in dark blue, and a sub-menu is visible next to it containing 'Funding Applications' and 'Budget Summary'. The 'Budget Summary' item is also highlighted. The main content area is titled 'GME Home' and features a search bar. Below the search bar, there are two columns: 'Announcements' and 'Reminders'. The 'Announcements' column contains a message about the new GME system, dated 4/1/2013. The 'Reminders' column contains a message about GME Training, also dated 4/1/2013. At the bottom left, there is a blue button and a 'Production Session Timeout' timer showing 00:59:22.

GME Home

Search

Inbox

Funding

Reimbursement Requests

LEA Document Library

Address Book

Contact ADE

Document Library

Help

GME Sign Out

GME Home

Funding Applications

Budget Summary

Organization Name

Announcements

Welcome to the new GME! (4/1/2013)
ADE is pleased to announce the release of the new - Arizona's Enterprise Grants Management System

Reminders

GME Training (4/1/2013)
Please be sure to sign up for one of the

Production
Session Timeout
00:59:22

LEA ROLES


| Role | Description |
|-------------------------------|---|
| LEA Data View | Allows an LEA user to view unapproved items for their LEA. |
| User Access Administrator | Allows an LEA user to administer other users in their LEA, adding and updating their roles in the new GME as needed. |
| LEA Update | Allows an LEA user to edit their application. (This role is grant specific, for example – “LEA ESEA Consolidated Update”, “LEA CTE State Priority Update”, “LEA IDEA Basic Update”) |
| LEA Business Manager | Allows an LEA user to take actions associated with other LEA fiscal roles, such as inputting and updating applications, revisions (amendments), reimbursement requests, and completion reports. |
| LEA Authorized Representative | Allows an LEA user to take actions associated with the LEA Program/Financial Director or Superintendent, such as final approval before submitting to ADE. |

SEA ROLES

| Role | Description |
|------------------------|---|
| SEA View | Allows an SEA user with this role to have view-only permission in grants management system. |
| SEA Program Specialist | Allows an SEA user with this role to view applications, enter comments in History Logs, edit Checklist and approve application to send on to SEA Director or not approve application and return to LEA. |
| SEA Director | Allows an SEA user with this role the same permissions as SEA Program Specialist as well as the ability to approve application for funding or to not approve application and return to SEA Program Specialist for further review. |

Budget descriptions should be clear and thorough yet concise.

Once you sign in, you will see an extended menu and a “Session Timeout” clock on the left side of the screen. Each action you take will re-set the clock.

**A r i z o n a**
Department of Education

GME Home

Administer ▶

Search ▶

Reports

Inbox ▶

Contact ADE

Document Library

Help

GME Sign Out

Bracamonte, Renee

Production

Session Timeout

00:59:56

GME Home

Announcements

Title III LEP Transition to New Grants Management System (5/9/2014)
ADE Grants Staff have begun the transition of the FY 2014 Title III LEP Grant projects into the new GME. You may receive several notifications over the coming days that the status has changed for this grant. These messages can be ignored and are only being generated because Grants staff are inputting the application and establishing it on your behalf.

Like other FY 2014 projects transitioned into the new system, the grant will contain basic budget information and a PDF copy of the full approved application as it existed as of May 6, 2014.

Should you have any amendments or payment requests in process in the old GME please proceed with them. NEW amendments/revisions and payment requests should be initiated in the new system.

Beginning May 16, 2014 ADE will no longer accept any new payment requests or amendments for the FY 2014 Title III LEP Grant in the old GME accessible through Common Logon.

Note that **all other Title III grants remain in the old GME until further notice** as ADE Grants Management is in process of transitioning remaining grants from the old system.

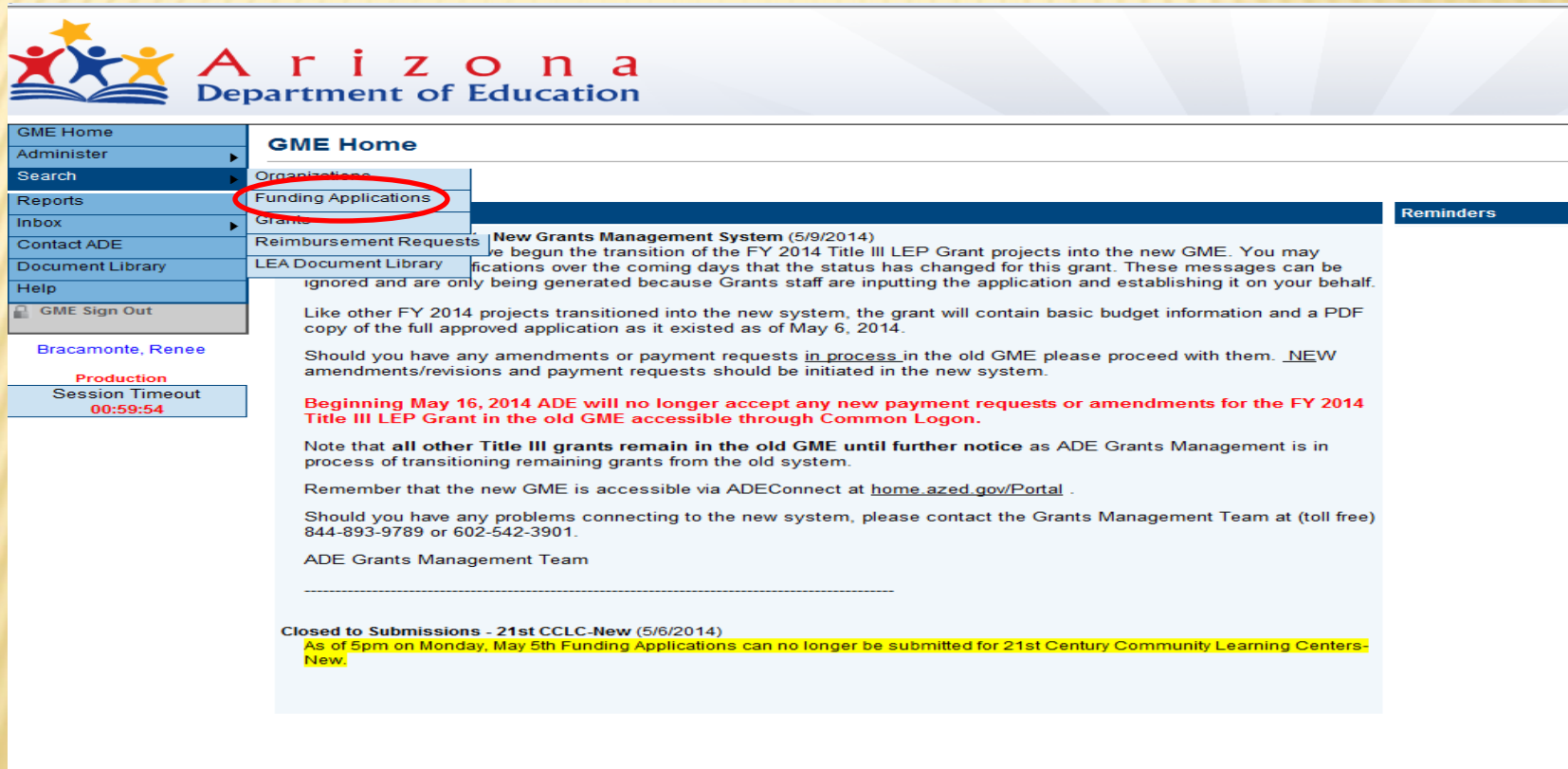
Remember that the new GME is accessible via ADEConnect at home.azed.gov/Portal .

Should you have any problems connecting to the new system, please contact the Grants Management Team at (toll free) 844-893-9789 or 602-542-3901.

ADE Grants Management Team

Closed to Submissions - 21st CCLC-New (5/6/2014)
As of 5pm on Monday, May 5th Funding Applications can no longer be submitted for 21st Century Community Learning Centers-New.

**To find the Title III application, click on the “Search” option.
Choose “Funding Applications” from the menu.**



Arizona
Department of Education

GME Home

- GME Home
- Administer
- Search**
- Reports
- Inbox
- Contact ADE
- Document Library
- Help
- GME Sign Out

GME Home

- Organizations
- Funding Applications**
- Grants
- Reimbursement Requests
- LEA Document Library

Reminders

New Grants Management System (5/9/2014)
We have begun the transition of the FY 2014 Title III LEP Grant projects into the new GME. You may see applications over the coming days that the status has changed for this grant. These messages can be ignored and are only being generated because Grants staff are inputting the application and establishing it on your behalf.

Like other FY 2014 projects transitioned into the new system, the grant will contain basic budget information and a PDF copy of the full approved application as it existed as of May 6, 2014.

Should you have any amendments or payment requests in process in the old GME please proceed with them. NEW amendments/revisions and payment requests should be initiated in the new system.

Beginning May 16, 2014 ADE will no longer accept any new payment requests or amendments for the FY 2014 Title III LEP Grant in the old GME accessible through Common Logon.

Note that **all other Title III grants remain in the old GME until further notice** as ADE Grants Management is in process of transitioning remaining grants from the old system.

Remember that the new GME is accessible via ADEConnect at home.azed.gov/Portal.

Should you have any problems connecting to the new system, please contact the Grants Management Team at (toll free) 844-893-9789 or 602-542-3901.

ADE Grants Management Team

Closed to Submissions - 21st CCLC-New (5/6/2014)
As of 5pm on Monday, May 5th Funding Applications can no longer be submitted for 21st Century Community Learning Centers-New.

Bracamonte, Renee

Production
Session Timeout
00:59:54

Enter your LEA name in the “Organization Name” window. Click on Search.



A r i z o n a
Department of Education

- GME Home
- Administer ▶
- Search ▶
- Reports
- Inbox ▶
- Contact ADE
- Document Library
- Help
- GME Sign Out

Bracamonte, Renee

Production

Session Timeout

00:59:23

Search Funding Applications

Organization Name:

Begins With

Organization Number:

County:

All

Fiscal Year:

2014

Funding Application:

ESEA Consolidated
CTE Federal Perkins
Adult Education College and Career Readiness
CTE State Priority
Title I Summer Math

Funding Application State:

All

Application Status:

All
Not Started
Draft Started
Revision Started
Draft Completed
Revision Completed
LEA Business Manager Approved
LEA Business Manager Returned Not Approved

Application Contact:

All

Special Options:

None

Search

Reset

Click on your LEA's name at the bottom of the screen to open the Title III application.

GME Home

Administer

Search

Reports

Inbox

Contact ADE

Document Library

Help

GME Sign Out

Bracamonte, Renee

Production

Session Timeout
00:59:28

Search Funding Applications

Organization Name: Begins With

Organization Number:

County: All

Fiscal Year: 2014

Funding Application: ESEA Consolidated
CTE Federal Perkins
Adult Education College and Career Readiness
CTE State Priority
Title I Summer Math

Funding Application State: All

Application Status: All
Not Started
Draft Started
Revision Started
Draft Completed
Revision Completed
LEA Business Manager Approved
LEA Business Manager Returned Not Approved

Application Contact: All


Special Options: None

Search Reset


There are 1 matching record(s). Displaying 1 through 1. [\[Bulk Email\]](#) [\[Download Data\]](#) [\[Summary\]](#)

| Organization Number | Organization Name | County | Application | Status | Status Date | Application State |
|---------------------|---------------------|----------|---------------|---------------|----------------------|----------------------|
| | Elementary District | Maricopa | Title III LEP | Draft Started | 5/8/2014 10:18:58 AM | Original Application |

**After clicking on your LEA's name, you
will see the Sections screen.**



Arizona
Department of Education



AZ.GOV
Arizona's Official Website

GME Home

Administer

Search

Reports

Inbox

Funding

Reimbursement Requests

LEA Document Library

Address Book

Contact ADE

Document Library

Help

GME Sign Out

Sections

Is () - FY 2014 - Title III LEP - Rev 0

Application Status: Draft Started

Change Status To: Draft Completed

View ADE History Log

View Change Log

| Description (View Sections Only View All Pages) | Validation | Print |
|---|------------|-------|
| All | Messages | Print |
| History Log | | Print |
| History Log | | Print |
| Create Comment | | |
| Allocations | | Print |
| Allocations | | Print |
| Title III LEP | Messages | Print |
| Budget | Messages | Print |
| Budget Overview | | Print |
| Related Documents | Messages | Print |
| Contacts | | Print |
| Contacts | | Print |
| Substantially Approved Dates | | Print |
| Substantially Approved Dates | | Print |
| All | Messages | Print |

Bracamonte, Renee

Production

Session Timeout

00:59:45

At the top of the screen, you will notice your LEA name, “Application Status,” and “Change Status To” under Sections. To begin your application, you will need to change the status to “Draft Started.”

| | |
|---------|---|
| Reports | |
| Inbox | ▶ |
| Funding | ▶ |

Application Status: Not Started

Change Status To: Draft Started

Now you will see the Application Status has changed to “Draft Started.”

| | |
|------------------------|--|
| Reports | Application Status: Draft Started |
| Inbox | |
| Funding | Change Status To: <u>Draft Completed</u> |
| Reimbursement Requests | |

When the “draft” is completed, you will need to change the status to “Draft Completed.”

| | |
|------------------------|--|
| Reports | Application Status: Draft Started |
| Inbox | |
| Funding | Change Status To: <u>Draft Completed</u> |
| Reimbursement Requests | |

On the Sections page, you will see links to applicable pages within the application.

At the bottom of this screen shot, you will see “Title III LEP”. This is where you will enter your budget for Title III.

Reports

Inbox ▶

Funding ▶

Reimbursement Requests

LEA Document Library

Address Book

Contact ADE

Document Library

Help

GME Sign Out

Bracamonte, Renee

Production

Session Timeout
00:59:49

Application Status: Draft Started

Change Status To: [Draft Completed](#)

[View ADE History Log](#)

[View Change Log](#)

Description ([View Sections Only](#) [View All Pages](#))

All

History Log

[History Log](#)

[Create Comment](#)

Allocations

[Allocations](#)

Title III LEP ←

[Budget](#)

[Budget Overview](#)

[Related Documents](#)

Contacts



[Contacts](#)

Substantially Approved Dates

[Substantially Approved Dates](#)

All

Title III LEP

| | |
|---|--------------------------|
| | |
|  | Title III LEP |
| | <u>Budget</u> |
| | <u>Budget Overview</u> |
| | <u>Related Documents</u> |
|  | Contacts |

When you click on Budget, you will get this screen.

Save And Go To ▶

☐ By checking this box the LEA is waiving allocation for this grant and acknowledges that choosing to waive this grant will result in the reallocation of these funds.

Indirect Cost

Total Contributing to Indirect Cost

Indirect Cost Rate

Maximum Allowed for Indirect Cost

Budget By Function Codes

| | Object Code | Total |
|------------------------|--|------------|
| Modify | 6100 - Salaries | \$0.00 |
| Modify | 6200 - Employee Benefits | \$0.00 |
| Modify | 6300 - Purchased Professional Services | \$0.00 |
| Modify | 6400 - Services | \$0.00 |
| Modify | 6500 - Other Purchased Services | \$0.00 |
| Modify | 6600 - Supplies | \$0.00 |
| Modify | 6700 - Property (Capital Outlay) | \$0.00 |
| Modify | 6800 - Other Expenses | \$0.00 |
| Modify | 6910 - Indirect Cost Recovery | \$0.00 |
| Modify | 0190 - Capital Outlay | \$0.00 |
| Total | | \$0.00 |
| Adjusted Allocation | | \$1,000.00 |
| Remaining | | \$1,000.00 |

Click on “Modify” to enter budget expenditures.

Note: You have the option to budget by Function Code.


Save And Go To ▶

☐ By checking this box the LEA is waiving allocation for this grant and acknowledges that choosing to waive this grant will result in the reallocation of these funds.

Indirect Cost

| | |
|-------------------------------------|--------------------------------------|
| Total Contributing to Indirect Cost | <input type="text" value="\$0.00"/> |
| Indirect Cost Rate | <input type="text" value="100.00%"/> |
| Maximum Allowed for Indirect Cost | <input type="text" value="\$0.00"/> |


Budget By Function Codes

| | Object Code | Total |
|--|--|------------|
|  Modify | 6100 - Salaries | \$0.00 |
| Modify | 6200 - Employee Benefits | \$0.00 |
| Modify | 6300 - Purchased Professional Services | \$0.00 |
| Modify | 6400 - Services | \$0.00 |
| Modify | 6500 - Other Purchased Services | \$0.00 |
| Modify | 6600 - Supplies | \$0.00 |
| Modify | 6700 - Property (Capital Outlay) | \$0.00 |
| Modify | 6800 - Other Expenses | \$0.00 |
| Modify | 6910 - Indirect Cost Recovery | \$0.00 |
| Modify | 0190 - Capital Outlay | \$0.00 |
| Total | | \$0.00 |
| Adjusted Allocation | | \$1,000.00 |
| Remaining | | \$1,000.00 |

You will choose “Add item” to start your grant description.

| Indirect Cost | |
|-------------------------------------|--------------------------------------|
| Total Contributing to Indirect Cost | <input type="text" value="\$0.00"/> |
| Indirect Cost Rate | <input type="text" value="100.00%"/> |
| Maximum Allowed for Indirect Cost | <input type="text" value="\$0.00"/> |

Add Item



You will now start your description. You now have a spell check button 😊.

6300 - Purchased Professional Services

Add Item

| Remove | Object Code | Function Code | Project Time (FTE) | Quantity | Salary, Rental, or Unit Cost | Line Item Total |
|--------|--|---|---|--|---|-----------------|
| | 6300 - Purchased Professional Services | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> | <div style="border: 1px solid black; width: 40px;"></div> | <div style="border: 1px solid black; width: 40px; text-align: center;">1</div> | <div style="border: 1px solid black; width: 60px; text-align: center;">\$0.00</div> | \$0.00 |

Narrative Description

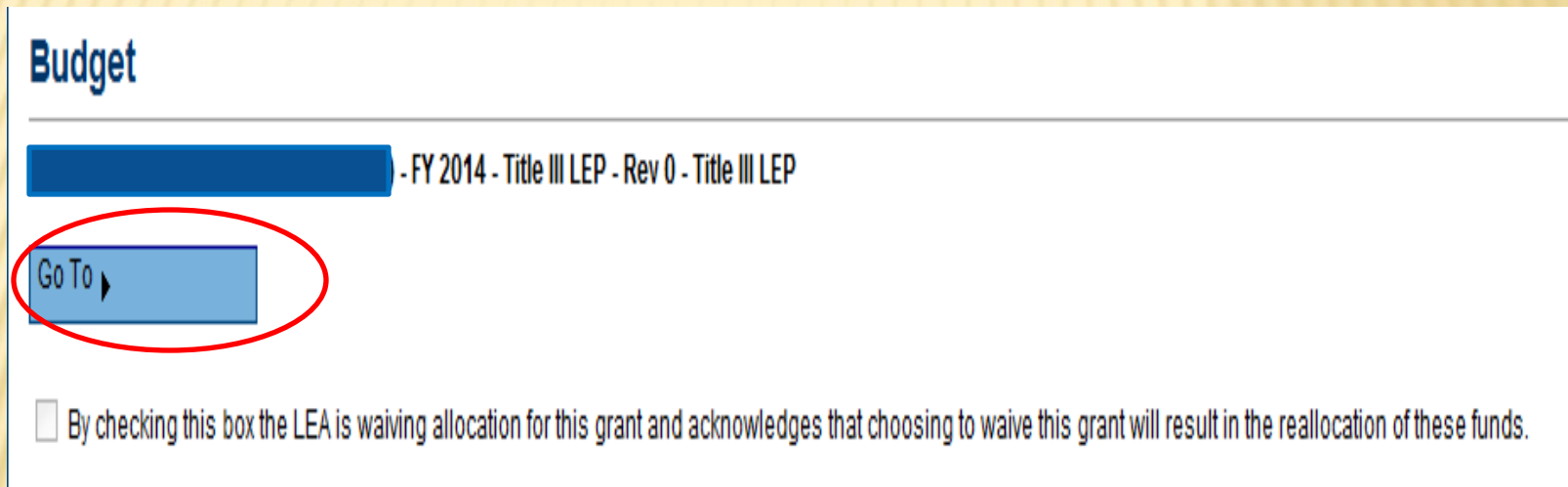
ABC
↶
↷
✂
📄
📄
📄
📄
B
I
U
☰
☰
🌐
A
↶
Arial
Size

Words: 0 Characters: 0

| | |
|--|------------|
| Total for 6300 - Purchased Professional Services | \$0.00 |
| Total for all other Object Codes | \$0.00 |
| Total for all Object Codes | \$0.00 |
| Adjusted Allocation | \$1,000.00 |
| Remaining | \$1,000.00 |

Save
Save and Return

On every page within the application, you will see a “Go To” window, which will help you navigate through the application.



Budget

- FY 2014 - Title III LEP - Rev 0 - Title III LEP

Go To ▶

☐ By checking this box the LEA is waiving allocation for this grant and acknowledges that choosing to waive this grant will result in the reallocation of these funds.

See the next two pages for options provided via “Go To.” Note: Once you begin entering information, the button will change to “Save and Go To.” There isn’t a “Save” button.


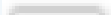
To see the Title III budget at a glance, click on Budget Overview.

You can get there via Sections or via Title III LEP.

The screenshot shows the Arizona Department of Education's GME Home page. The left sidebar contains a navigation menu with items like GME Home, Administer, Search, Reports, Inbox, Funding, Reimbursement Requests, LEA Document Library, Address Book, Contact ADE, Document Library, Help, and GME Sign Out. The main content area is titled 'Budget' and shows a dropdown menu for 'FY 2014 - Title III LEP - Rev 0 - Title III LEP'. A red circle highlights the 'Sections' link in the dropdown menu. Another red circle highlights the 'Title III LEP' link in the dropdown menu. Below the dropdown menu, there is a table titled 'Budget By Function Codes' with columns for 'Object Code' and 'Total'. The table lists various object codes and their corresponding totals.

| Object Code | Total |
|--|--------------|
| 6100 - Salaries | \$491,641.00 |
| 6200 - Employee Benefits | \$157,704.51 |
| 6300 - Purchased Professional Services | \$6,587.00 |
| 6400 - Services | \$0.00 |
| 6500 - Other Purchased Services | \$19,475.00 |
| 6600 - Supplies | \$30,000.00 |
| 6700 - Property (Capital Outlay) | \$0.00 |
| 6800 - Other Expenses | \$0.00 |

Budget Overview via “Sections.”

| | |
|---|--------------------------|
|  | Title III LEP |
| | <u>Budget</u> |
| | <u>Budget Overview</u> |
| | <u>Related Documents</u> |
|  | |

Budget Overview

- FY 2014 - Title III LEP - Rev 0 - Title III LEP

Go To ▶

Hide Unbudgeted Categories

| Function Code Object Code | 1000 - Instruction | 2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.) | 2300,2400,2500,2900 - Support Services (General, School, Central Services, Other) | 3000 - Operation of Non- Instructional Services | 0000 - Other | Total |
|---|--------------------|---|--|--|--------------|-------------|
| 6100 - Salaries | 191,349.00 | 291,179.00 | 9,113.00 | 0.00 | | 491,641.00 |
| 6200 - Employee Benefits | 69,609.43 | 86,090.08 | 2,005.00 | 0.00 | | 157,704.51 |
| 6300 - Purchased Professional Services | 0.00 | 6,512.00 | 75.00 | 0.00 | | 6,587.00 |
| 6400 - Services | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 |
| 6500 - Other Purchased Services | 15,000.00 | 4,475.00 | 0.00 | 0.00 | | 19,475.00 |
| 6600 - Supplies | 30,000.00 | 0.00 | 0.00 | 0.00 | | 30,000.00 |
| 6700 - Property (Capital Outlay) | | | | | 0.00 | 0.00 |
| 6800 - Other Expenses | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 |
| 6910 - Indirect Cost Recovery | | | | | 2,900.00 | 2,900.00 |
| 0190 - Capital Outlay | | | | | 0.00 | 0.00 |
| Total | 305,958.43 | 388,256.08 | 11,193.00 | 0.00 | 2,900.00 | 708,307.51 |
| Adjusted Allocation | | | | | | 562,404.00 |
| Remaining | | | | | | -145,903.51 |

Keeping an eye on your budget.

| | | | | | | |
|-------------------------------|------------|------------|-----------|------|----------|-------------|
| Outlay) | | | | | 0.00 | 0.00 |
| 6800 - Other Expenses | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 |
| 6910 - Indirect Cost Recovery | | | | | 2,900.00 | 2,900.00 |
| 0190 - Capital Outlay | | | | | 0.00 | 0.00 |
| Total | 305,958.43 | 388,256.08 | 11,193.00 | 0.00 | 2,900.00 | 708,307.51 |
| Adjusted Allocation | | | | | | 562,404.00 |
| Remaining | | | | | | -145,903.51 |

The new system will allow you to submit an application for less than the allocation amount.

However, it will not let you submit a budget that exceeds the allocation for that grant.

| 0000 - Other | Total |
|---------------------|-------------|
| | 491,641.00 |
| | 157,704.51 |
| | 6,587.00 |
| | 0.00 |
| | 19,475.00 |
| | 30,000.00 |
| 0.00 | 0.00 |
| | 0.00 |
| 2,900.00 | 2,900.00 |
| 0.00 | 0.00 |
| 2,900.00 | 708,307.51 |
| Adjusted Allocation | 562,404.00 |
| Remaining | -145,903.51 |

VALIDATION MESSAGES

Warning: A warning message will allow you to submit the application, but you may need to resolve the message in order to get it approved.

| |
|--|
| Title III LEP |
| Related Documents |
| The optional Related Document 'Capital Outlay Worksheet' has not been uploaded. Please be certain this is the intention. |
| Warning |

Error: An error message will not allow you to submit the application. You will need to resolve the message in order to get it approved.

| |
|--|
| Title III LEP |
| Budget |
| The Title III LEP budget of \$1,500.00 is greater than the Adjusted Allocation amount of \$1,000.00. |
| Error |

“SUBMITTING” YOUR APPLICATION THERE ISN’T A ‘SUBMIT’ BUTTON IN THE NEW GME SYSTEM.

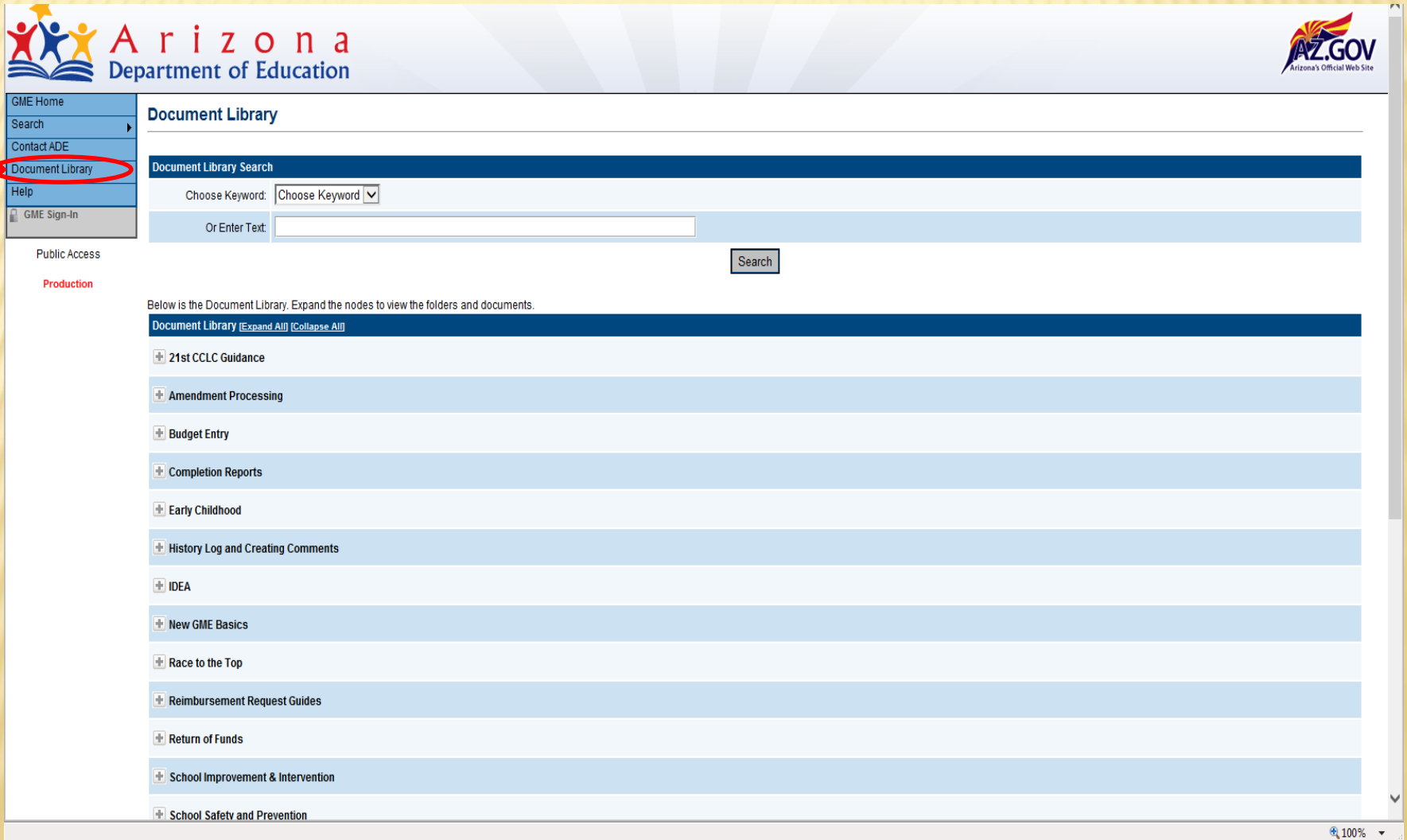
There are several levels of approval available for the LEA when completing and “submitting” the application in the new GME system:

- Draft Completed
- Revision Completed (used during amendment process)
- LEA Business Manager Returned Not Approved
- LEA Business Manager Approved
- LEA Authorized Representative Returned Not Approved
- **LEA Authorized Representative Approved**
 - **This status means that the application is ready for review by the ADE specialist.*

THINGS TO REMEMBER!



THE “DOCUMENT LIBRARY” WILL PROVIDE YOU WITH GUIDANCE ON THE NEW GME SYSTEM.



Arizona Department of Education

Document Library

Document Library Search

Choose Keyword:

Or Enter Text:

Public Access

Production

Below is the Document Library. Expand the nodes to view the folders and documents.

Document Library [\[Expand All\]](#) [\[Collapse All\]](#)

- + 21st CCLC Guidance
- + Amendment Processing
- + Budget Entry
- + Completion Reports
- + Early Childhood
- + History Log and Creating Comments
- + IDEA
- + New GME Basics
- + Race to the Top
- + Reimbursement Request Guides
- + Return of Funds
- + School Improvement & Intervention
- + School Safety and Prevention

100%

COMPLETION REPORTS

- ✘ All FY 14 completion reports and forward will be done in the NEW GME.
- ✘ Completion reports started or submitted in the OLD GME WILL NOT be reviewed or approved.

USE OF FUNDS: OVERVIEW

Costs must be...

- ✦ **reasonable**

- A cost is reasonable if, in its nature and amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

- ✦ **allocable**

- A cost is allocable to a cost objective if the goods or services involved are chargeable or assignable to the cost objective in accordance with the relative benefits received.

- ✦ **allowable**

- A cost is allowable if it is necessary and reasonable for proper and efficient performance of the award and allocable to the award.

(OMB Circular A-87)

USE OF FUNDS: OVERVIEW

Required LEP grantee activities Section 3115(c):

- ✗ Provide high-quality language instruction programs based on scientific research for teaching LEP children.
- ✗ Provide high-quality professional development that is designed to improve instruction and assessment of LEP children, scientifically based, and of sufficient intensity and duration.

2% Cap on Administrative Costs

- × Districts have a limit of **2% of the Title III grant award for administration.** (section 3115(b))
- × **Administration = administrative costs + indirect costs**
Examples of administrative costs:
support staff, coordinators, & other personnel that perform administrative functions
- × **Indirect costs** = organization-wide costs 1) incurred for a common or joint purpose benefiting more than one cost objective, and 2) not readily assignable to the cost objectives specifically benefitted

Example of indirect costs: utility costs

(Source: OMB Circular A-87)

SUPPLEMENT NOT SUPPLANT

Title III funds must be used to supplement the level of federal, state, and local funds that, in the absence of Title III funds, would have been expended for programs for limited English proficient students...Section 3115(g)

SUPPLEMENT, NOT SUPPLANT REQUIREMENT - GENERAL

The First Test of Supplanting: Required by Law

The Department assumes supplanting exists if – *An LEA uses Title III funds to provide services that the LEA is required to make available under State or local laws, or other Federal laws.*

The Second Test of Supplanting: Prior Year

The Department assumes supplanting exists if – *An LEA uses Title III funds to provide services that the LEA provided in the prior year with State, local or other Federal funds.*

Changes for FY15...

ADE CONSIDERATIONS

If you pay salaries...

- ✗ highly qualified?
- ✗ working only with ELLs?
- ✗ FTE or hourly?
- ✗ main responsibilities?
- ✗ parapro - working under supervision of HQ teacher?

TITLE III APPLICATION - SALARIES

- ✘ HQ and SEI or ELL must be included in the description
- ✘ Include hourly rate if not FTE and number of hours
- ✘ Provide titles of staff
 - *Examples: ELL Coach, HQ ELL Teacher, HQ SEI Paraprofessional, etc.*

TITLE III APPLICATION - SALARIES

- ✗ Provide detail of main duties for all salaries
- ✗ Paraprofessionals – must state they are HQ and working under direct supervision of HQ SEI teacher
 - *Example: Pay 10 HQ teachers to provide supplemental reading and math interventions after school to support ELL students (3 days a week - \$25 an hour = \$20,000)*

TITLE III APPLICATION - BENEFITS

✕ Personnel?

✕ Projected amount?

- *Example: Benefits for 10 HQ ELL tutors @ \$2,850*

ADE CONSIDERATIONS....

Professional Development...

- × instructional focus?
- × duration of training?
- × teachers of ELLs?
- × training provider?

(e.g., consultant, ELL coach, ADE, conference)

- × cost?

TITLE III APPLICATION - PD

- ✖ Provide instructional focus, number of teachers attending training, and number of days

*Example: Purchase Services - Staff Development Consultant -
Approx. 7 days to train 30 SEI teachers on ELD methodologies:
\$4,000 per day = \$28,000*

- ✖ Must give instructional focus of conference, number of attendees, and cost per person

*Example: 3 HQ SEI teachers to attend ELL strategies
conference @ \$395 each = \$1,185*

ADE CONSIDERATIONS....

Travel...

- ✗ instructional focus of training or conference?
(i.e., *ELL strategies*)
- ✗ title and number of attendees
- ✗ number of days

TITLE III APPLICATION - TRAVEL

✕ No longer need to break out the following travel expenses:

- + Hotel costs
- + Mileage
- + Per diem

*Example: Hotel and travel expenses for 2 ELL teachers to attend three day ELL strategies conference in Tucson.
(\$1,800)*

ADE CONSIDERATIONS....

- ✗ When purchasing capital...
 - item?
 - description of how item(s) will be used to supplement instruction?
 - used only with ELLs?

TITLE III APPLICATION - CAPITAL

- ✘ List capital items to be purchased
- ✘ Provide a description of how these items will be utilized to supplement instruction
- ✘ Description must include, “for the SOLE AND EXCLUSIVE use of Title III students”
 - *Example: Purchase 10 iPads for the sole and exclusive use of Title III students to increase language acquisition through the use of vocabulary and grammar applications. Applications are supplemental to core instruction and support the delivery of ELP standards.*

APPLICATION DUE DATE:

We recommend you submit the grant
by November 14th, but there is no
DUE DATE.

Continuous Improvement Plans

Continuous Improvement Plans

- ✘ Continuous Improvement Plans are meant to be a comprehensive plan of how your LEA will improve educational outcomes in the upcoming school year.
- ✘ This includes how you will use Title III funds to improve outcomes for English Language Learners.
- ✘ All major elements of your grant application (salaries, professional development, capital outlay) **must** be described in your Continuous Improvement Plan.



LEAs

Current LEA:

Sample LEA - Technical Assistance

Setup & Maintenance

LEA Overview

Monitoring

Plan

LEA File Cabinet

Plan Tags

[Home](#) > [Sample LEA - Technical Assistance](#)



LEA OVERVIEW

3

Sample LEA - Technical Assistance



Instruments (13)



Continuous Improvement Plan Goals (6)



Schools (7)

[Go To Plan Overview](#)

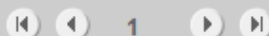
Action Steps: 9

Status:



● Completed (1) ● Not Begun (5)

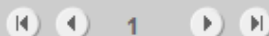
● In Progress (3) ● Suspended (0)



Page size: 25

1 to 6 of 6 items

| Title | Strategies/ Action Steps | Last Updated |
|--|-----------------------------|------------------------|
| Standard 1 - Continuous Improvement | 3/4 | Tee Lambert 07/12/2013 |
| Standard 2 - LEA Leadership | 4/1 | Tee Lambert 07/12/2013 |
| Standard 3 - Curriculum and Instructional Systems | 1/1 | Tee Lambert 07/12/2013 |
| Standard 4 - Supplemental Supports & Interventions | 2/3 | Tee Lambert 07/12/2013 |
| Standard 5 - Data, Assessment and Evaluation | 0/0 | Tee Lambert 07/12/2013 |
| Standard 6 - Stakeholder Relations | 1/0 | Tee Lambert 07/12/2013 |



Page size: 25

1 to 6 of 6 items

Select School Year:

2014 - 2015 School Year

[Update](#)

LEA INFORMATION

LEA Type Title I

Title III Funds: Yes

ONSITES

[Schedule Onsite](#)



LEAs

Current LEA:
Sample LEA - Technical Assistance

Setup & Maintenance

LEA Overview

Monitoring

Plan

LEA File Cabinet

Plan Tags

[Home](#) > [Sample LEA - Technical Assistance](#) > [Plan](#)



CONTINUOUS IMPROVEMENT PLAN

0

+

2

Sample LEA - Technical Assistance - 2014 - 2015 School Year

Select School Year:

2014 - 2015 School Year

Update

Last Updated : Tee-LEA Lambert 11/21/2013 9:45 AM

Action Steps: 9

Status:



● Completed (1) ● Not Begun (5)
● In Progress (3) ● Suspended (0)

TOTAL PLAN FUNDS:
\$0.00

Budgeted : \$0.00
Actual : \$0.00

Plan

Timeline

Budget

Manage Goals

Reports

▼ FILTERS

Status:

All Statuses

Funding Source:

All Funding Sources

SEA Tag:

All ADE Tags

LEA Tag:

All LEA Tags

Assignment:

All Assignments

Update:

All Updates

Goal:

All Goals

Type:

☒ Active
☐ Retired

Requires PD:



☐

Budgeted : \$0.00
Actual : \$0.00

Update

Clear

Add Strategy

| | | | | |
|---|---|---------------------------------------|---|--|
| GOAL: <u>Standard 4 - Supplemental Suppor...</u> |  1 | STRATEGIES: 0 of 2 Complete | ACTION STEPS: 1 of 3 Complete  2 Overdue | Budgeted: \$0.00 Actual: \$0.00 |
| TASKS: 0 of 7 Complete | | | | |

Timely and additional instructional and/or behavioral services focused on individual student needs and that are in addition to core instruction.

Indicators of an effective LEA:

SSIS 1 - Supports the framework that provides appropriate interventions and extended learning services for all students.

SSIS 2 - Provides timely and accurate data to determine interventions at the school and individual level.

SSIS 3 - Provides sufficient resources required to support and maintain interventions.

SSIS 4 - Ensures that personnel providing interventions are highly qualified and effective.

SSIS 5 - Supports the coordination of supplemental and intervention services.

Hide Detail

Add Action Step

| | | | |
|---|---|----------------------------------|--|
| STRATEGY: <u>Interventions for Struggling Stu...</u> | ACTION STEPS: 1 of 1 Complete | TASKS: 0 of 2 Complete | Budgeted: \$0.00 Actual: \$0.00 |
|---|---|----------------------------------|--|

Develop strategies and action steps that address the LEA intervention programs for supporting at-risk students.

Hide Detail

Add Task

| | | | |
|--|----------------------------|----------------------------------|--|
| ACTION: <u>Program development</u> | Responsible: | Tasks: 0 of 2 Complete | Budgeted: \$0.00 Actual: \$0.00 |
| STATUS: Completed 11/14/2012 <u>Update Progress</u> | Due Date: 9/30/2011 | | |

Conduct data analysis to determine the targeted areas of the intervention program.

Hide Detail



LEAs

Current LEA:

Sample LEA - Technical Assistance

Setup & Maintenance

LEA Overview

Monitoring

Plan

LEA File Cabinet

Plan Tags

[Home](#) > [Sample LEA - Technical Assistance](#) > [Plan](#) > [Standard 4 - Supplemental Supports & Interventions](#) > [Add Strategy](#)

ADD A PLAN STRATEGY

Instructions/Description

Title: *

0/50

[Spell Check](#)

Local Description *

0

[Spell Check](#)



Save

Save and Add Another

[Cancel](#)

[return to Continuous Improvement Plan](#)

ADD AN ACTION STEP

Instructions/Description for Action Step

Delete

Title: *

0/50

[Spell Check](#)

Description: *

0/1000

[Spell Check](#)

Timeline Notes:

0/500

[Spell Check](#)

Tags:

SEA

- ☐ Title-I
- ☐ TA
- ☐ SW
- ☐ TII-Salary
- ☐ Title-III
- ☐ ELL
- ☐ PD
- ☐ CCRS

LEA

- ☐ ComED
- ☐ RTTT
- ☐ Re

Start Date (mm/dd/yyyy): *

End Date (mm/dd/yyyy): *

Requires Funding?:

☐

Professional Development Needed?

☐

Audience:

0/255

[Spell Check](#)

Responsible:

- ☐ Tee-LEA Lambert (LEA)
- ☐ Sally smith (LEA)

Save

Save and Add Another

[Cancel](#)